

Little Traverse Bay Bands of Odawa Indians

7500 Odawa Circle Harbor Springs, MI 49740

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Job Posting

Job Title: ENVIRONMENTAL ASSISTANT/RECYCLING TECHNICIAN
Department: Natural Resources Department
Reports To: Environmental Services Coordinator
FLSA Status: Non-Exempt
Salary Range: \$10.97 to \$14.84 per hour / (\$22,820 to \$36,874) annual
Level: 2
Terms: Grant funded position: Performance Partner Grant
Expires 12/31/2012

SUMMARY

The Environmental Assistant/Recycling Technician will be responsible for providing administrative support, administering Recycling Program and with assisting the activities within the Section 106 Clean Water Act Grant.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, other duties may be assigned.

Administrative Duties:

- Assists in answering and screening telephone calls
- Prepare purchase requisitions, contract requisitions travel requests/closeouts
- Compose/copy routine correspondence and other records
- Organize/maintain file system and other records
- Issues fishing and hunting licenses and maintains logs.
- Administers and maintains license holder database.
- Greets scheduled visitors and directs to appropriate area or person
- Routes incoming/outgoing mail
- Coordinate staff schedule
- Orders and maintains supplies, and arranges for equipment maintenance
- Assist with maintenance of ongoing grant binders
- Assist with maintenance of committee/group binders
- Review all Financial Statements (R&E) on a monthly basis
- Update and maintain postings and bulletins
- Develop and prepare education materials such as brochures, pamphlets or newsletter articles.
- Assist in organization and conducting of education/outreach programs.

Recycling Duties:

- Coordinate/evaluate LTBB recycling program:
 - Conduct baseline recycling assessments, alternating between the LTBB Housing site and Governmental Operations, once a month
 - Coordinate events promoting recycling education
 - Coordinate with Emmet County Department of Public Works regarding recycling issues
 - Participate in Household Hazardous Waste collection days, hosted by E.C.D.P.W.
 - Coordinate Pharmaceutical Collection Activities

- Update flyers and brochures with information regarding Household Hazardous Waste, Recycling, and program activities
- Report and document all Recycling Activities as Deliverables for Annual/Quarterly/Closeout Reports

Assist with Water Quality Program

- Assist in the conducting of water quality field work as needed.
- Provide assistance with water quality data management
- Other duties as assigned.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands, to finger, handle or feel and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds (data collection equipment on land and off a boat or canoe, and/or recycling materials). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perceptions and ability to adjust focus. Candidate must know how to swim.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions during all four seasons. The noise level in the work environment is usually moderate.

SUPERVISORY RESPONSIBILITIES

Supervision of summer intern in absence of senior staff.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid license, have reliable transportation, and be insurable.

EDUCATION AND EXPERIENCE

Associate's degree (A.A.) or equivalent from two-year college/technical school or equivalent combination of education and experience. Knowledge required in all Microsoft programs: Access, Excel, Outlook, Publisher, PowerPoint and Word. Experience with environmental issue/applications desirable.

COMMENTS

Indian Preference will apply.